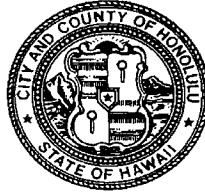


DEPARTMENT OF HUMAN RESOURCES
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR




CAROLEE C. KUBO
DIRECTOR

NOEL T. ONO
ASSISTANT DIRECTOR

June 17, 2019

MEMORANDUM

TO: All Department and Agency Heads

FROM: Carolee C. Kubo, Director 
Department of Human Resources

SUBJECT: Personal Use of Social Media by City Employees Policy

Effective July 1, 2019, the Personnel Manual will be updated to include the new Personal Use of Social Media by City Employees Policy.

Enclosed is a copy of the new policy. An electronic copy of the policy will also be available in the Personnel Manual on the Department of Human Resources' website, www.honolulu.gov/hr, under the "Online Resources" section.

Thank you.

Enclosure

cc: All Departmental Administrative Services Officers

Title:	PERSONAL USE OF SOCIAL MEDIA BY CITY EMPLOYEES	
Purpose:	To provide policy and guidelines on Employees' personal use of social media.	
Issued by:	Employment and Personnel Services	Date: July 1, 2019
References:	Revised Charter of the City and County of Honolulu (RCH) § 6-1105.2; Revised Ordinances of the City and County of Honolulu (ROH) § 2-6; Civil Service Rules § 2-3; Hawaii Revised Statutes (HRS) § 76-13 and § 76-17(b)	

I. POLICY

The City and County of Honolulu (City) is committed to providing a respectful and professional work environment and does not tolerate the use of social media to create a hostile work environment or which violates Federal or State privacy laws as it relates to the employee's employment with the City. The purpose of this policy is to provide employees with guidelines on the personal use of social media in connection with employment, including the employee's job. This policy is not intended to restrict an employees' rights under Hawaii Revised Statutes Chapter 89-3. Employees shall comply with this policy and other applicable policies, rules, and directives of the City and County of Honolulu and State and Federal laws.

II. DEFINITIONS

Social Media: All means of communicating or posting information or content of any type on the Internet, including, but not limited to, posting to one's own or another entity's personal website, blog, social networking or affinity website, web bulletin board, or chat room.

City Resources: Any form of property or information that is owned by the City or paid for with City funds, including, but not limited to, City-issued electronic equipment (e.g., desktop computers, laptop computers, smartphones, tablets, etc.), City paid time, and City e-mail addresses. Refer to the Honolulu Ethics Commission's "Guidelines on the Use of City Resources" for more information.

III. GENERAL GUIDELINES

A. Use of Personal Social Media Accounts by City Employees

1. Employees' activities on personal social media accounts shall comply with all applicable City policies, rules, and directives and City, State, and Federal laws. Applicable City policies, rules, directives, and laws include, but are not limited to:
 - a. Acceptable Usage of Information Technology Resources
 - b. Workplace Violence Prevention Policy
 - c. Sexual Harassment Policy
 - d. Respectful Workplace Policy

- e. Revised Ordinances of Honolulu
- f. Revised Charter of Honolulu
- g. Administrative Directives

Employees should carefully read and ensure that their postings are consistent with these policies, rules, directives, and laws.

2. Personal use of social media on City resources is prohibited.
3. Employees shall not use their City e-mail address, City telephone number (including City-issued cellular phone numbers), or any other types of City information (e.g., City mailing addresses) to register for and/or engage in the use of social networks, blogs, or other online accounts maintained primarily for personal use.
4. Employees shall not use their personal social media accounts for work-related purposes.
5. Each employee is solely responsible for all personal content posted on social media. Any personal social media use that interferes with the employee's job performance or the performance of other employees, or that otherwise adversely affects customers, suppliers, or others who work on behalf of the City, may result in disciplinary action in accordance with applicable Civil Service Rules and Collective Bargaining Agreement terms.
6. When using personal social media accounts, employees should be aware of the following prohibitions:
 - a. Do not disclose confidential City, departmental, and/or agency information.
 - b. Never represent yourself as a spokesperson for the City or for any City agency unless authorized. This prohibition also includes using or posting images of the City's seals or logotypes or of other City employee without express consent from the City or the other City employee(s).
 - c. Do not disclose information about items in litigation or about claims that could be brought against the City.
 - d. Do not disclose nonpublic information of any kind. If you are unsure of what constitutes "nonpublic" information, consult with your department head or your Public Information Officer.

IV. DUTIES AND RESPONSIBILITIES

A. Department of Human Resources

1. Update this policy as needed.
2. Provide this policy to new City employees during New Employee Orientation.
3. Provide assistance to departments and agencies in addressing employee violations of this policy, as requested.

B. City Departments and Agencies

1. Communicate the contents of this policy to all employees.
2. Communicate to all employees the type of information that constitutes confidential City, departmental, and/or agency information.
3. Ensure compliance with this policy.
4. Properly investigate possible violations of this policy and take appropriate action.

C. Employees

1. Refrain from using personal social media accounts in a manner that would violate this policy or any other City policies and rules. Failure to comply with this policy may be cause for appropriate disciplinary action in accordance with applicable Civil Service Rules and Collective Bargaining Agreement terms.